

CM/ECF Newsletter



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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8am to 5pm. We can help filers with online "events" and answer questions regarding formatting documents, training, etc.

To contact us, call:

ECF Helpdesk
1-866-323-9293 (Toll Free)
or
1-206-370-8440 (WA Local)

Training Classes

In the Seattle Courthouse:
700 Stewart Street, Seattle

Date: Thursday May 22nd, 1 – 3 pm.
Date: Tuesday June 3rd, 10 – 12 pm.

In the Tacoma Courthouse:
1717 Pacific Avenue, Tacoma

Classes arranged on request

ECF Version 3.2 Has Been Launched

On April 28th, ECF was upgraded to Version 3.2. The new version brings a few new cosmetic changes as well as new features to assist users with their e-filing.

When you log into ECF the first thing you'll notice is the cascading menu built into the menu options. You still have the choice of following

page hyperlinks, but now, you also have the option of selecting from the cascading menu. Other cosmetic changes include case selection within the same screen that you enter the number and scroll windows instead of drop down lists.

In the previous version of ECF, a user would enter a case number and, if more than one case shared the same numbers, you were taken to a second screen where you were asked to select the correct case. Now the selection appears on the same screen, just below the case number search box.

In addition to cosmetic changes, a few new features were added to assist e-filers. An ECF search has been added so filers can search filing event options which will also allow filer to begin the filing process from the search results. For example, let say you need to file an Objection to Report and Recommendations. Instead of navigating through the civil menu you can select search and enter 'objection'. All events with the word 'objection' will be displayed. Then you can select the link for 'objection to Response and Recommendation' and begin filing your pleading.

Another useful tool is the ability to view multiple documents. When accessing a document(s) through the docket sheet, using your PACER account, you can check the box called 'View multiple document' which will allow you to select more than one document. Then you can select 'view selected documents' or 'download selected documents'. If you select 'view selected documents' the documents selected will display in one PDF document. If you select 'download selected documents' the documents will be saved to your computer in a zip document. Once the file is unzipped, both pleading will be accessible as two separate PDF documents.

To learn more about ECF Version 3.2 visit the ECF webpage at www.wawd.uscourts.gov/ElectronicFiling/ECFHomepage.htm where you'll find a document discussing all the new features as well as the updated ECF User Manual.

If you encounter any difficulties with navigating ECF experience difficulty trying to use the new features, the ECF Helpdesk will be happy to assist. The ECF Helpdesk number is 206-370-8440.

Check out the new
features in
Version 3.2
at the
[ECF Homepage](http://www.wawd.uscourts.gov/ElectronicFiling/ECFHomepage.htm).

Q & A

How do I know when a new issue of the ECF Newsletter is released?



The ECF Newsletter usually comes out every other month, but occasionally an issue may be delayed. You can periodically check to see if a new issue is posted by clicking on the Newsletter link on the ECF Start Page or the ECF Homepage on the Western Washington District Court webpage. www.wawd.uscourts.gov.

However, because the ECF Team has received requests for a subscription service, we are now offering this service. If you would like to receive an email notice when a new issue has been posted, please send us your email address. Once a new issue is posted on our website, we will send you an email with the link to the new newsletter.

You can send your email address to the ECF Team at cmecf@wawd.uscourts.gov. Because we receive other inquiries at this address, please put "newsletter subscription request" in the subject line. If you have any questions, you can call the ECF Helpdesk at 206-370-8440.

TIPS & TRICKS

BEWARE OF THE BROWSER BACK BUTTON!!!

You may know it as this:  or maybe this: . Your browser back button can be your best friend when you've made an ECF filing mistake, allowing you to back up and change a noting date or select 'yes' for a jury demand. But, occasionally, that friendship can turn sour. Have you ever received this message?

Warning: Page has Expired

One of the most common back button related questions we receive at the ECF helpdesk has to do with the error shown below. This message appears when a filer, having completed a filing, selects the back button repeatedly to start a second filing. Because the Browser stores your PDF document information as an internet cookie, when you back up the cookie isn't refreshed so ECF thinks that you are filing the same PDF document as the previous filing.

Always remember to start from the beginning once your transaction is complete. That means starting over with the Menu items located on the blue bar at the top of the screen.

Warning: The transaction you submitted has already been accepted and posted by this system you must contact the court for further instructions on how to void it. If this submission was in on the previous page twice), you may find details about your original submission by viewing y follows:

Transaction Id	183306
Date/Time of Submission	2008-04-23 13:21:09
User Name	Hutz, Lionel
Case Number	2-88-cv-21
Document Number	23
Text	EXHIBIT 1-20 by Plaintiff Krusty Burger. (Hutz, Lionel)

error:stopCheckLog

Error call to backend server failed with (error:stopCheckLog